Acquisitions and Bibliographic Access Directorate
Library Services, Library of Congress
Annual Report for the Fiscal Year Ended September 30, 2013

To the Librarian of Congress:

The report of the Acquisitions and Bibliographic Access Directorate for the fiscal year ended September 30, 2013, is herewith respectfully submitted.

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Library of Congress
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**Library of Congress
Acquisitions and Bibliographic Access Directorate
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Beacher J. Wiggins, Director for Acquisitions and Bibliographic Access

Collect and preserve the record of America's creativity and the world's knowledge (including services to Congress)

In fiscal 2013 the Library's Acquisitions and Bibliographic Access Directorate (ABA) purchased 1,001,354 items for the collections, compared to 736,341 items purchased in fiscal 2012. The directorate also acquired 163,251 collection items through exchange, unsolicited gift, or transfer from other federal agencies, a slight increase from the 157,643 items obtained by these methods the previous year. Items received through the U.S. Copyright Office or Cataloging in Publication and International Standard Serial Number programs totaled 399,536, essentially the same level as the 408,880 items received through these sources in fiscal 2012. The total of 1,564,141 collection items acquired by the ABA Directorate will greatly strengthen the general, law, area studies, and special-format collections that are important to researchers and the Congress. The Directorate also facilitated the acquisition of 1,022,536 additional items that were donated to the Library's custodial divisions, compared to 1,884,634 in fiscal 2012.

The fiscal 2013 budget enacted by Congress and the sequestration that followed reduced the Library's GENPAC (General Purchase/Acquisitions and Cataloging) fund, under which most acquisitions for the Library collections (except those of the Law Library of Congress) are made, to slightly less than $14 million, compared to $14.5

million in fiscal 2012. Funding for the Law Library collections was also sharply reduced.

In addition to expending $13,994,164.61 from fiscal 2013 GENPAC funds, ABA

expended $2,302,621.73 on purchases for the Law Library. End-of-year funding

enabled ABA to purchase many additional valuable, in many cases rare, materials in all

formats for the Library's collections. The ABA Directorate expended a grand total of

$20,497,843.25 on purchases for the collections in fiscal 2013, compared to

$21,054,706.93 in fiscal 2012. The number of items purchased, 1,001,354, represents

a dramatic increase of 36 percent over the 736,341 items purchased the previous year.

The five purchasing divisions--the African, Latin American, and Western European

Division (ALAWE), Asian and Middle Eastern Division (ASME), Germanic and Slavic

Division (GS), US/Anglo Division (USAN), and Overseas Operations Division (OVOP),

the administrative home for the Library's six overseas offices in Cairo, Egypt; Islamabad,

Pakistan; Jakarta, Indonesia; Nairobi, Kenya; New Delhi, India; and Rio de Janeiro,

Brazil—continually sought to optimize the Library's purchasing power. They scrutinized

vendor performance, replacing the Library's vendors for Yemen, South Africa, and the

Netherlands. Despite funding reductions they were able to obtain many treasures for

the collections, including the Library's first Tibetan Buddhist manuscript from the 18th or

19th centuries; Pope Clement V's *Constitutiones* with glosses by Giovanni d'Andrea,

printed in Rome in 1476; the Library's first shipment of publications from the nation of

South Sudan; and manuscripts, letters, stereo views, microfilm, and other material

relating to the American Civil War.

The Library has robust exchange agreements with more than 4,000 institutions in 115 countries. Created in 2002, ABA's Duplicate Materials Exchange Program (DMEP) facilitates the exchange of materials between the Library and partner institutions by means of a Web ordering site. In 2013, ABA supplied DMEP partners with 21,844 items—nearly unchanged from 22,197 items the previous year--that they requested on the Internet or from printed list selections. The number of items sent to official (government) exchange partners in the International Exchange Service, not covered by DMEP, increased 182 percent, to 12,132. The increase was not expected to halt the long-term trend toward less active exchange programs, as numerous government exchange partners from Germany to Nepal and Bangladesh announced that they would reduce or eliminate printed documents in favor of online publications, reducing the supply of materials available for exchange. The Library received 95,282 items from its exchange partners, a decrease of 15 percent from 112,104 in fiscal 2012.

The ABA Directorate also acquired collection materials via copyright and directly from publishers. The ABA Directorate's national imprint divisions, the US Arts, Sciences, and Humanities Division (USASH) and the US Programs, Law, and Literature Division (USPRLL), acquired resources in all formats via the U.S. Copyright Office, the Cataloging in Publication (CIP) Program, the Preassigned Control Number Program (PCN), and the International Standard Serial Number (ISSN) Program. In fiscal 2013, ABA received 147,150 monograph volumes from the Copyright Office, either deposited as part of copyright registration or demanded by the Copyright Acquisitions Division. This was a decrease of eight percent from the 160,900 monograph volumes forwarded

by the Copyright Office in fiscal 2012. In addition, ABA received 145,218 print serial issues and volumes from the Copyright Office (a slight increase over 143,170 the previous year), and 1,936 electronic issues acquired through the Library's e-Deposit program—more than triple the 607 electronic serial issues received in fiscal 2012. While most of the serial acquisitions were loose serial issues of titles already cataloged, 1,299 represented new U.S. serial titles selected for the Library's permanent collections for the first time this year. The nation's publishers submitted 105,232 books in compliance with requirements of the Cataloging in Publication and Preassigned Control Number programs that provide cataloging data in advance of publication for books likely to be acquired by libraries in the U.S. This figure represents a slight increase over the 104,203 CIP and PCN books received in fiscal 2012 and the 101,942 received in fiscal 2011.

The monographs and serials received through copyright and CIP represent the current creative output of U.S. authors, researchers, and scientists. Members of Congress and their staff regularly request U.S. English language titles in all subjects. On a daily basis, ABA provided expedited cataloging for materials requested by Congress. Titles received from the Copyright Office, whether or not they are scholarly in nature, have historical importance, as they document the daily lives and culture of the American people. Through the titles received from Copyright, the Library builds strong collections in all subject areas and has particularly important resources to support research in popular culture, such as children's books, cookbooks, comic books, genealogies, movie tie-ins, and video game books. These materials will be a rich resource for future historians.

The ABA Directorate obtained digital resources of great relevance and value to Congress and other users of the Library. The U.S./Anglo Division, in addition to acquiring English and foreign language materials from all Anglo-heritage countries, housed the Electronic Resources Management System (ERMS) Pilot Team that maintained the Library's Electronic Resources Online Catalog (EROC) showing holdings and licensing information as well as bibliographic records for electronic journals and electronic books.

The Directorate expended $4,333,587.44 to acquire or license access to 4,093 digital resources. In comparison, in fiscal 2012 ABA spent less--$4,057,448.57—but obtained a greater number of digital resources—6,209. The Library's eDeposit project made progress this year in acquiring born-digital serials through copyright. Content acquired through the eDeposit project for the Library's collection more than tripled, to 1,936 individual electronic serial issues compared to 607 issues acquired the previous fiscal year. The 1,936 issues represented 1,282 e-serial titles from four major international publishers: Elsevier, Springer, DeGruyter, and Wiley. A USASH section head was the Library Services project manager for eDeposit.

The Islamabad Office led a web harvesting project, "Changing Political Islam: Islamic Political Parties and Islamist Organizations" that collected 143 web sites, many collected from the cloud without the knowledge of the militant organizations that

maintained them. The Cairo, Jakarta, and New Delhi offices also participated in the project.

The Library continued the West Africa Acquisitions Pilot Project (WAAPP), a collaboration that began in 2010 with the Council of American Overseas Research Centers (CAORC) to select, purchase and provide bibliographic services for materials from West African countries, using bibliographic representatives to augment the current methods of obtaining and cataloging materials from those areas. The WAAPP project in fiscal 2013 acquired 1,937 collection items published in the eleven countries of Benin, Burkina Faso, Chad, Cote d'Ivoire, Gambia, Guinea Conakry, Mali, Niger, Senegal, Sierra Leone, and Togo. In addition, 312 different francophone Africa materials were obtained through special efforts by the Library's French book vendor. Although the total of 2,249 represents a sharp decrease from 3,147 acquired in fiscal 2012, the decrease is probably due to improved selectivity on the part of the CAORC bibliographic representatives. The acquisitions through CAORC deepened and strengthened the Library's holdings in literature, social sciences, and current events in West Africa. Total acquisitions by all ABA divisions about the countries of West Africa numbered 3,194 new resources.

The Library continued its membership in the Electronic Journals Library (EZB), an online user service managed by the University Library of Regensburg, Regensburg, Germany. There are over 580 participating members from 10 European countries. The Library's participation is coordinated in the ABA Germanic and Slavic Division. In

addition to direct online access to more than 66,000 journals, the EZB allowed the Library to use and download approximately 40,700 EZB titles that are available and searchable through the Library's EROC by individual title. Direct searching by title increased the usefulness of the EZB for Library of Congress users.

In addition to acquiring collection materials from 75 countries in which the publishing and book vending industries are not well developed, the overseas offices also performed preservation of materials for the Library's collections. The offices continued testing all monographs for acidity of paper this year, with a view to identifying materials that needed deacidification treatment before they were shipped to Washington.

The New Delhi Office reformatted 2,033,880 pages of newspapers, periodicals, pamphlet collections, monographs and other serials as microfilm or microfiche, representing a slight decrease from 2,163,756 pages reformatted in fiscal 2012. Some of the material reformatted in New Delhi was shipped from the Cairo and Islamabad offices. The Jakarta Office, the other office with a large-scale reformatting program, converted 616,540 pages to microform. The two offices accounted for approximately 40 percent of all pages reformatted for microform by the Library of Congress.

The New Delhi Office saw the successful conclusion of the Center for Research Libraries Microfilming of Indian Publications Project (MIPP) this year under contract with the Roja Muthiah Memorial Library. The project microfilmed and cataloged 300 printed books published in South Asia between 1900 and 1954 and cited in any of the five volumes of the National Bibliography of Indian Literature (NBIL) published by the

Sahitya Akademi. The books included public-domain titles published in languages of South India--Tamil, Kannada, and Malayalam.

The overseas offices continued to serve Congress, the Congressional Research Service, and the Law Library of Congress by supplying news summaries from local media and nongovernment organizations, generally by email. NUCMC staff continued an initiative launched in fiscal 2010 that involves providing the Senate Historical Office and the House Office of Art and Archives with copies of bibliographic records describing new or improved access to papers of Members of Congress. An ALAWE cataloger and the Law Section head organized the House Appropriations Committee's library.

Provide the most effective methods of connecting users to our collections

In fiscal year 2013 the Acquisitions and Bibliographic Access Directorate (ABA) cataloged a total of 301,722 items, slightly more than 100 percent of the cataloging target that ABA had set for the year. The items were cataloged on 216,097 new bibliographic records. Of these, copy cataloging accounted for 63,198 and original cataloging for 152,899 records, including 14,773 minimal level original records. ABA provided inventory control for 371,213 monographs (books) and 180,322 loose serial issues, for a total of 551,535 new general collection items, or 88 percent of the directorate's annual goal. The total number of items cataloged was 13.8 percent fewer than the 350,201 items cataloged in fiscal 2012, and the number of bibliographic record completions was 13 percent fewer than the 248,409, including 15,798 minimal level

records, completed in fiscal 2012. Considering that in fiscal 2013 every Library staff member took three days' unpaid furlough, the Library closed three days for weather-related events ("Superstorm" Sandy in October and a snow closure in March), and ABA's staffing decreased by nearly nine percent from fiscal 2012, ABA achieved a commendable level of cataloging production. The cataloging data that ABA produced are available everywhere in the Library of Congress Catalog on the World Wide Web and distributed via the bibliographic utilities for the benefit of the entire library community.

The directorate improved the Library of Congress catalog in several important ways this year. ABA produced 67,845 new name authority records to support searching with standardized search terms, a decrease of 25 percent from the 90,702 created in fiscal 2012. It also added 6,330 new authorized subject headings to the Library of Congress Subject Headings and 2,273 new classification numbers to the Library of Congress Classification. The number of new subject headings is a marked increase from the 1,174 added in fiscal 2012 and reflects to some extent the effort to bring names that can be used as subject search terms into conformity with the new cataloging instructions, *RDA: Resource Description & Access,* that were implemented this year. The ABA Policy and Standards Division also revised 326,680 bibliographic records in usual work and updated 371,942 name authority records and 668,748 bibliographic records programmatically to meet RDA requirements. The Library redistributed the updated records in batches of 30,000 records at a time to enable the bibliographic utilities and

other MARC Distribution Service subscribers to load the updates into their systems without service interruptions.

In initiatives to make e-books accessible through the Library of Congress Catalog, in fiscal 2013 ABA licensed 190 e-books of research quality in Spanish, of which 81 have been received with catalog records, with the rest expected in 2014, all from its Argentine vendor. This marked the first time the Library purchased born-digital electronic books in Spanish individually rather than as part of a package. The license agreement required the vendor to provide the Library with a dark archive of all the electronic books purchased. ABA also cataloged 1,908 e-books in the Electronic Cataloging in Publication program, nearly all in English. The cataloging of more than 2,000 e-books in English and Spanish strengthens the Library's collections. The provision of Electronic Cataloging in Publication records for e-books also makes cataloging available inexpensively to the nation's other libraries that increasingly acquire materials in digital form. The next step in the E-Books for ECIP initiative is to develop an ingest system so that the e-books can be stored and served to the Library's on-site users. This year Library management approved the charter that authorizes the expenditure of information technology resources on the project. The CIP Section in USPRLL began working with the Information Technology Services Directorate and the Integrated Library System Program Office to design workflows, an ingest system, and an access layer for the e-books acquired via ECIP.

The ABA Law Section also reclassified 10,774 titles previously classed under the generic "LAW" class to the appropriate K schedule of the Library of Congress Classification. In 2012, 13,361 titles were reclassified to their appropriate K-KZ schedules. All told, the Law Section cataloged 23,042 new titles from throughout the world in fiscal 2013.

Through the Cataloging in Publication (CIP) Program, ABA provided cataloging in advance of publication for 50,962 titles in fiscal 2012, an increase of 3.5 percent over the previous year's 49,245. In the forty-two years since the CIP program was established, CIP data has been prepared for a cumulative total of 1,676,908 titles. An estimated 5,201 publisher imprints participated in the program this year, representing a broad spectrum of publishers whose titles are of primary interest to both the Library of Congress and the nation's libraries. Average throughput time for cataloging Electronic CIP titles was 33.4 calendar days, about 10 days slower than last year's throughput time of 23 days; the CIP Program staff attributed the slowdown to staff absences for furloughs and classroom training.

In the Preassigned Card Number (PCN) program, ABA processed 53,253 applications and assigned 51,327 Library of Congress Control Numbers (LCCNs), an increase of two percent over fiscal 2012, and welcomed 3,879 publishers to the program. The fully automated PCN program provides LCCNs for forthcoming books that do not qualify for full CIP cataloging. It is a cost-effective way to provide initial bibliographic control for the use of libraries and publishers.

The ECIP Cataloging Partners Program expedited cataloging and reduced the cost of producing cataloging records. Libraries undertook to provide CIP cataloging for forthcoming titles of particular interest to their institutions, such as publications of their own university presses or resources in their subject specialties. There were 18 ECIP Cataloging Partners in fiscal 2013, and four more institutions were exploring membership in the next fiscal year. The Queens Public Library continued to catalog juvenile fiction CIP titles and added juvenile nonfiction in the sciences. Ohio State University added linguistics and physics to its portfolio of ECIP subjects. The eighteen ECIP Cataloging Partners cataloged a total of 5,163 titles this year, an increase of 17 percent over fiscal 2012.

The ABA Directorate had several success stories of increased cataloging production in challenging circumstances. The Dewey Section used automated techniques and cross-training to increase the number of titles that received Decimal Classification numbers to 96,783, an increase of five percent over the previous year. The ISSN Section assigned 6,579 International Standard Serial Numbers, an increase of eight percent over fiscal 2012. The USASH Division increased its cataloging of science, technology, engineering, and medicine (STEM) collections in a special effort. From May through September, five catalogers cataloged 2,547 new titles in science, technology, engineering, or non-clinical medicine for the Library's collections. The new titles strengthened the Library's STEM collections and, by eliminating a backlog of Electronic Cataloging in Publication titles, also enabled other libraries to benefit from the Library of Congress records. The

STEM cataloging project also produced 13 new Library of Congress Classification numbers or subject headings, enhancing the Library's leadership role in science librarianship and enabling other libraries to benefit from its subject analysis work.

Shelf-ready cataloging reduced costs and improved timeliness of cataloging. The vendors provided cataloging according to the Library's policies and standards for materials the Library purchased from them. The vendors also prepared the incoming materials for storage by adding ownership marks and/or security targets and call number and item barcode labels, greatly enhancing the security of the items as they arrived under physical and inventory control. In fiscal 2013, the Library continued to purchase shelf-ready materials and catalog records from vendors in Italy and Argentina but did not have funds to continue its arrangements with vendors for China and Japan. However, the Japanese staff in ASME utilized the records from the National Diet Library of Japan (NDL) and the Toshokan Ryutsu Senta (TRC) instead of the initial bibliographic data from the Japanese vendor, JPTC.

Deepen the general understanding of American cultural, intellectual, and social life and of other peoples and nations (including LC prizes and awards, LC staff honors and awards, and Library appointed scholars and fellows)

The ABA Directorate shared its vast expertise in languages and subject areas to support several Library initiatives this year. The NUCMC staff continued the program's five-year Web observance of the sesquicentennial of the Civil War. The installment for fiscal 2013**,** "Make Way for Liberty!" focused on the sesquicentennial of the

Emancipation Proclamation and the African American experience in the war. As part of a multi-year initiative to catalog collections from Historically Black Colleges and Universities, NUCMC staff cataloged 15 oral history interviews of Senators and Representatives in the U.S. Congress who were involved in the civil rights movement of the 1960s. The collections are held at the Moorland-Spingarn Research Center of Howard University in Washington, D.C. An oral history interview of Rosa Parks in the late1960s also received NUCMC cataloging as part of the initiative. Staff in ABA expedited the acquisition and cataloging of books by the National Book Festival authors, and several staff served as volunteer docents for the Visitor Services Office.

The Surplus Books Program administered in the ABA Acquisitions Fiscal and Support Office provided 61,907 excess collection materials to educational institutions, government agencies, and other non-profit tax-exempt organizations in the United States. This figure represents a decrease of 19.5 percent from the 76,937 items provided the previous fiscal year. Congressional offices made direct use of the program, often selecting materials on behalf of libraries in their home districts. Congressional selections during the year numbered 31,476, or more than half of all items selected in the program.

The ABA Directorate hosted many interns this year, benefitting from their work while providing educational opportunities for them. The COIN Division coordinated the University of Michigan School of Information Alternative Spring Break Intern Program that brought 15 interns to the Library of Congress from March 4-8. The Germanic and

Slavic Division hosted six interns from the Model Secondary School for the Deaf. The Nairobi Office again this year hosted seven Kenyan library school students as interns. The China Section of ASME hosted an intern in the Library of Congress-Council on East Asian Libraries Internship Program. In addition, COIN and ASME hosted three librarians from Korea for two days of training and discussion of possibilities for developing a new national authority record cooperation program in Korea.

Several members of ABA received high recognition this year for their individual contributions to librarianship. The chief of the US Programs, Law & Literature Division chaired the ISSN (International Standard Serial Number) Governing Board. A senior cataloger in ASME received the Life Member Award from the Association of Jewish Libraries and the David H. Partington Award from the Middle East Librarians Association. The chief of the Policy and Standards Division, who retired early in the fiscal year but continued as chair of the international Joint Steering Committee for RDA, received the Ross Atkinson Lifetime Achievement Award from the Association for Library Collections and Technical Services (ALCTS, an American Library Association division), and the Frederick G. Kilgour Award from the ALA division Library and Information Technology Association (LITA). A PSD cataloging policy specialist who retired in fiscal 2012 received the Margaret Mann Citation from ALCTS. The director for ABA was honored with the Melvil Dewey Medal, recognizing recent creative leadership of a high order, one of ALA's most prestigious awards.

Provide leadership and services to the Library and information community

The ABA Directorate ensured its leadership position by providing staff with the most up-to-date skills for acquisitions and bibliographic control and by maintaining the standards that underpin all cataloging operations.

The most dramatic leadership role exercised by ABA in fiscal 2013 was the implementation of the new cataloging instructions, *RDA: Resource Description & Access.* The new instructions replace older cataloging codes that were developed before the dawn of the digital information era. The first release of RDA took place in June 2010, and the three U.S. national libraries—the Library of Congress, National Agricultural Library, and National Library of Medicine—after extensive testing agreed in June 2011 to implement RDA together in March 2013. The Program for Cooperative Cataloging, planned to implement RDA for all authority work at the same time. Implementation was contingent on satisfactory progress in several areas, as recommended by the US RDA Test Coordinating Committee that was co-chaired by the director for ABA. These steps included a rewording of the RDA instructions in clear, plain, unambiguous English; developing a process for updating RDA online; improving functionality of the RDA Toolkit; providing examples of RDA records in the Machine-Readable Cataloging (MARC) and other encoding schemas; completing the Registered RDA Element Set and vocabularies; demonstrating credible progress in replacing MARC; ensuring and facilitating community involvement in revision and implementation of RDA; leading RDA training for the library community; and soliciting demonstrations of

prototype input and discovery systems that use the RDA Element Set. By January 2013

the three national libraries were satisfied that the necessary steps had been carried out

and RDA was officially implemented on Sunday, March 31, 2013.

 To plan for the community-wide implementation, COIN and PSD worked with the

Program for Cooperative Cataloging to set policies and update hundreds of thousands

of legacy records that were then redistributed via the Library's MARC Distribution

Service. By March 31, more than 400 Library staff had received appropriate training for

RDA. Reference staff were briefed on changes to catalog displays. For cataloging staff,

the training involved a standard 36 hours of classroom instruction followed by review

and deskside coaching. The classroom training was videofilmed for use by the Library's

overseas offices, which implemented RDA at the same time as the Library's

Washington divisions. Vendors and other libraries also used the videos, training

exercises, self-tests, and examples on the Library's web site to train their own staff.

The plans and training materials continued to be accessed and used by a global

audience. The Program for Cooperative Cataloging (PCC) used the training materials

to conduct two in-person training sessions and online training for 585 individuals from

PCC member institutions, in addition to the 556 individuals who had been trained the

previous year. Training materials and documentation were translated into Spanish for

the Library's web site.

The success of the phased-in implementation of RDA is confirmed by production

statistics. In fiscal 2012, ABA produced 24,103 bibliographic records, or 9.7 percent of

its cataloging production, using RDA. In fiscal 2013 ABA created or completed 184,002

bibliographic records that conformed to the new cataloging instructions. Essentially all

initial bibliographic control conformed to the new requirements. Whereas in fiscal 2012

less than 10 percent of ABA's completed records conformed to RDA, in fiscal 2013 this

number had increased to approximately 80 percent. Additionally, the decision to share

the Library's training materials at no charge benefitted the Library of Congress as well

as the community. By the end of fiscal 2013, nearly all vendors who submitted

preliminary cataloging data to the Library were submitting RDA-compliant records,

enabling initial descriptions of new receipts to appear in the catalog and decreasing the

risk of duplicate ordering. The Library communicated its requirements to the North

American research library community through electronic discussion lists and the

Program for Cooperative Cataloging. The Acquisitions and Bibliographic Access

Directorate responded to vendors' questions and offered guidance to ensure that the

vendors satisfied the new requirements. The Library of Congress now creates all

authority (controlled search term) data and all new bibliographic data for texts and maps

in RDA. The new cataloging standard provides more flexibility in cataloging decisions;

makes cataloging data easier to share internationally; permits clearer linking among

related works, and is more suited to describing digital and nonprint library resources.

Credible progress was made in development of BIBFRAME, the new bibliographic

framework that will replace MARC and make library cataloging data retrievable as linked

data in the semantic Web environment. Five discussion papers were written and issued

for community comment; MARC-to-BIBFRAME and BIBFRAME-to-MARC conversion

tools were developed and published on the Web; and the contractor Zepheira, Inc., and six early experimenter institutions collaborated with the Library of Congress to produce library data in BIBFRAME. The director for ABA chaired the BIBFRAME Steering Committee that shared progress with the community via the BIBFRAME electronic discussion list (listserv) and a page of Frequently Asked Questions (FAQ) on the BIBFRAME web site.

In the area of subject cataloging and classification, ABA led in several initiatives that required long-term collaboration with organizations and colleagues outside the Library. The Policy and Standards Division worked with the Hawaii State Archives and law libraries in Hawaii to finalize the Library of Congress Classification for pre-1900 law of Hawaii. The classification schedule would include Hawaiian language terminology to support linking to digital versions of legal documents in that language. The Policy and Standards Division also revised the classification for law of indigenous peoples of North America and for Protestant church law.

The PSD collaborative project to develop genre/form terms, begun in 2007, continued this year with emphasis on terms for literature and general, multidisciplinary terms. A related project, the development of *Library of Congress Medium of Performance Thesaurus for Music* (LCMPT), continued as a collaboration between the Library of Congress and the Music Library Association.

As part of its commitment to develop cataloging tools for use by the entire library community, ABA continued to maintain and improve the ALA-LC Romanization Tables, in consultation with the American Library Association. The tables are posted and maintained on a Library of Congress web site by PSD. The Library of Congress is the only library that has the resources to maintain romanization tables and guidelines for languages that may have small literatures but can be critically important to researchers. In fiscal 2013 new tables were developed for Macedonian, Serbian, Tamashek, Tod-Oirat-Old Kalmyk, and Kazakh (Arabic script). Revisions were developed and approved for the Bulgarian, Pushto, Sindhi, Urdu, Belarusian, Khmer, Arabic, Assamese, Belarusian, and Bengali tables.

The COIN Division provided the secretariat for the Program for Cooperative Cataloging (PCC) and its four components: NACO (Name Authority Cooperative), SACO (Subject Authority Cooperative), BIBCO (Bibliographic Cooperative for monographs) and CONSER (Cooperative Serials component). During the year the PCC grew to include 839 institutions, adding 33 for name authority record creation, two for subject authority creation, six for monograph cataloging, three for serial cataloging, and four for cataloging in publication. The latter included the first law library to become an Electronic Cataloging in Publication Partner. The PCC processed 441 new Library of Congress Classification proposals and 2,338 new Library of Congress Subject Heading proposals. The two new subject authority partners began contributing records.

The 59 BIBCO institutions contributed 58,088 monographic records this year, a decrease of 24 percent from 76,408 the previous year. Institutional members of

CONSER reported 16,557 new records, 24 percent fewer than the 21,757 reported in fiscal 2012, and 24,963 maintenance transactions, a 3.5 percent increase over the previous year's 24,125. The PCC NACO contributions for new name authority records were 177,289, a decrease of 15 percent from the previous year's 208,400. New series authority records decreased to 9,323 from 12,585 created in fiscal 2012. The PCC SACO contributions showed a decrease in new subject authority records of eight percent, to 2,314 compared to 2,513 in fiscal 2012. The SACO proposals for new Library of Congress Classification numbers more than doubled, to 458 from 205 the previous year. The decreases in new records from BIBCO and CONSER were explained by the time needed to prepare for community-wide implementation of RDA this year.

The USPRLL Division continued to house the U.S. ISSN Center. The ISSN, or International Standard Serial Number, is a unique identifier assigned to serial publications to facilitate identification and exchange of data. In March 2013 the National Information Standards Organization (NISO) published "PIE-J: Recommended Practices for the Presentation and Identification of eJournals," with extensive input from the ISSN Section head. The U.S. ISSN Center now attaches the short brochure version of the document and a link to the full document to all ISSN notifications sent to publishers. A link to the document was also added to the U.S. ISSN Center web page, to encourage publishers of electronic journals to follow best practices including applying for ISSN.

The overseas offices served 106 research libraries, mostly in North America, by obtaining 374,341 items for their collections on a cost-recovery basis through their

Cooperative Acquisitions Programs (CAP). This figure represented a very slight increase over the 365,212 items obtained through CAP in fiscal 2012.

Manage for results

Fiscal 2013 was the fifth full year since the ABA reorganization of October 2008 that redesigned production workflows according to the geographic origin of the collection materials. A major element of this reorganization was the renovation of ABA's work areas in the James Madison Memorial Building to provide suitable space for blended acquisitions and cataloging tasks. After the renovation of ASME's and part of ALAWE's space in fiscal 2012, this fiscal year saw the renovation of the huge acquisitions mail room in the Madison basement and of work spaces for other Acquisitions Fiscal and Support Office staff, the Overseas Operations Division's Washington staff, the remainder of ALAWE, and the Germanic and Slavic Division. The renovations required staff and managers to move twice, once to temporary work areas and a second time back to renovated permanent space. The new spaces provided improved shelving and receiving areas, much new furniture and carpeting, and ergonomic measures that protect employees' health and safety.

In a follow-up reorganization that took effect on June 2, the US General and US & Publisher Liaison divisions were replaced by the US Arts, Sciences, and Humanities Division (USASH) and the US Programs, Law, and Literature Division (USPRLL). The USASH Division holds two large sections that catalog and check in serials received from the U.S. Copyright Office, and one of its section heads serves as the Library

Services manager for the Library's e-Deposit Project. USASH also catalogs most monographs received from Copyright and brings together both selection librarians, who were formerly in different divisions. The division is therefore well-positioned to serve as ABA's primary liaison with the Collection Development Office on collections policy and with the Copyright Office. The work of the former Science, Technology, and Medicine Section in US General is now apportioned between two new sections, permitting a better balance of workloads. An early success of the new organization is that ABA ended the year without a backlog of ECIP galleys in science, technology, and medicine, areas that had been chronically backlogged. The USPRLL Division brings together the Library's programs for Cataloging in Publication, International Standard Serial Number, Decimal Classification, and Literature, fostering synergies and coordinated planning. For instance, the ISSN and CIP programs began considering how the ECIP Traffic Manager could be transformed into a Consolidated Traffic Manager that would manage both programs' workloads and perhaps others. The Children's Literature and Literature sections were merged within USPRLL, and the Law Section is also part of this division.

The ABA Directorate worked tirelessly to ensure an appropriate work environment as well as optimal use of resources. In labor-management consultative groups that promoted continuous communication between staff and managers, ABA arranged briefings on the Library's "green" environmental and recycling efforts and on the planned migration to the Windows 7 operating system. Division staff meetings featured visits from the director and from the U.S. Capitol Police.

The ABA Directorate designed and populated a Staff Skills Database that shows each nonsupervisory employee's level of skills in subject knowledge, various foreign languages, functional or technical areas, collection formats, and digital technologies. Employees could also report on experience gained outside of work that they thought might be useful on the job. The database was populated by staff responses to a carefully designed survey, with the responses reviewed by supervisors to detect anomalies or inconsistent reporting. By the end of the year, ABA had approved numerous staff-sharing arrangements using the survey results, and staff used it to locate experts to consult outside their own specialties. The design of the database has been shared with two divisions in Collections and Services and with the Library's Human Capital Planning Board. At the request of the Associate Librarian for Library Services, ABA used the database to compile a list of staff with Spanish expertise for the Office of the Librarian. Designed in Microsoft Access, the database can be continuously updated, and reports are posted on the ABA Intranet to support succession planning, staff allocation, and consultation with experts.

The overseas offices continued to work with the Automation Planning and Liaison Office and with contractor VTLS, Inc., to test and develop OFORS, the Overseas Field Office Replacement System that will replace numerous outdated online systems in the six offices with a single, fully featured system supporting the Cooperative Acquisitions Programs as well as office management functions. The New Delhi Office prepared for user acceptance testing of OFORS Phase 1, while the Cairo Office volunteered to help

design Phase 2, including modules for binding, shipping, and suppliers. ABA intends to roll out OFORS in New Delhi, Cairo, and Nairobi in the coming fiscal year.

The directorate benefitted from contracts in its Washington operations as well. Separate contracts carried out materials handling in the acquisitions mail room and CIP book receipts, and two contracts supported shipping of gifts and fragile collections to the Library. The directorate also had cataloging contracts for Mongolian and for some science/technology/engineering/medicine materials.

The overseas offices looked for opportunities for savings by reducing International Cooperative Administrative Support Services (ICASS) expenses charged by the Dept. of State. The Rio Office transitioned its travel documentation from the Dept. of State's travel system to the Library's system, Momentum. The offices were adept at securing grant funding for special projects, for instance the funding from the Latin American Microform Project (LAMP) for one third of the cost of preserving 8,100 pages from the Afro-Brazilian Studies and Research Institute (IPEAFRO) Ideas Nascimento archive.

The importance of succession planning became evident this year. By the end of September, five of ABA's nine divisions lacked permanent chiefs, and three section head positions and the CIP Program manager position were also vacant. Although the divisions with vacancies were ably managed by acting or assistant managers, the directorate recognized the necessity of restoring its management chain and therefore made filling supervisory vacancies its only hiring priority for the coming fiscal year.

In Memoriam

Ms. Zoelin Brown, a senior technician, died on January 22, 2013. Mr. Noel Scott, Jr., a senior cataloger, died on March 28, 2103. Both Ms. Brown and Mr. Scott were highly respected members of the US Arts, Sciences, and Humanities Division. The entire ABA Directorate mourned their loss.